

## VMR-VRO GUIDELINE – USE OF EMPLOYEE IDS BY HIGHER EDUCATION

---

### Checklist Reference –

Narrative – In this guideline we will be dealing with two scenarios:

1. Payments to state employees by state agencies or institution of higher education
2. Payments to higher education employees by state agencies or institutions of higher education.

### How can we determine who is a state or a higher education employee?

VRO has a listing that is updated very month with all of the state employees. Email the [spovendor@nd.gov](mailto:spovendor@nd.gov) to make an inquiry about an employee.

Do not add a state agency employee as a 'Supplier' unless they are operating under a business name.

### PAYMENTS TO STATE EMPLOYEES

It is Vendor Registry's goal to eliminate as many duplicate vendors as possible. As part of this goal, we have established a new policy as of January 1, 2007, that state agency employee vendors – ones with their EMPL ID as the vendor number – can be used for almost every payment situation.

- If any college or university needs to make a payment to an active state employee, please use the existing vendor rather than adding a new one.
- If the payment should be reported on a 1099, select the location labeled "1099." Do not add withholding to the 'HOME' location.
- If a 1099 location does not exist, contact VRO to set up a specific 1099 location for that employee.

PAYMENTS TO HIGHER ED EMPLOYEES If a payment is to be made to a higher ed employee, add the employee as a supplier vendor.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*